

CLIFTON TOWN COUNCIL MEETING MINUTES
TUESDAY, FEBRUARY 3, 2015, 7:30 PM
CLIFTON TOWN MEETING HALL
12641 CHAPEL ROAD
CLIFTON, VA 20124

Town Council Present:	Mayor Bill Hollaway; Vice Mayor Dwayne Nitz; Deborah Dillard; Jennifer Heilmann; and, Wayne Nickum.	Absent: Eric Hencken
Town Officials Present:	Town Clerk/Manager: Sandra Scales-Siwiek Treasurer: Marilyn Barton	Absent:

Summary of Motions:

1. Executive Session – Legal Matter (Documentation scanned into the Order of Business section of the minutes below.)															
1.1. Motion to Recess The Regular Meeting and Go Into Closed Session. (7:31 p.m.)	Motion: W.Nickum	2nd: W.Hollaway	Vote: Approved Unanimous- Roll Call												
<p>"I move pursuant to Section 2.2 – 3711 (a) (7) of the Code of Virginia of 1950, as amended, that the Clifton Town Council recess its regular meeting and convene a closed meeting. The purpose of the closed meeting is as follows.</p> <p>Consultation with legal counsel retained by the Town regarding the specific legal matters related to zoning actions, requiring provision of legal advice by counsel.</p> <p>The following individuals, if present, are requested to attend the closed meeting: 1) All Town Council; 2) Maureen Gilmore, Town Attorney; Kathy Kalinowski, Planning Commission Chair; and Sandra Scales-Siwiek, Town Manager.</p> <table> <tr> <td>Mayor Bill Hollaway:</td><td>Aye</td><td>Deborah Dillard:</td><td>Aye</td></tr> <tr> <td>Vice Mayor Dwayne Nitz:</td><td>Aye</td><td>Jennifer Heilmann:</td><td>Aye</td></tr> <tr> <td>Wayne Nickum:</td><td>Aye</td><td>Eric Hencken:</td><td>Absent</td></tr> </table>				Mayor Bill Hollaway:	Aye	Deborah Dillard:	Aye	Vice Mayor Dwayne Nitz:	Aye	Jennifer Heilmann:	Aye	Wayne Nickum:	Aye	Eric Hencken:	Absent
Mayor Bill Hollaway:	Aye	Deborah Dillard:	Aye												
Vice Mayor Dwayne Nitz:	Aye	Jennifer Heilmann:	Aye												
Wayne Nickum:	Aye	Eric Hencken:	Absent												
1.2. Motion by Town Council to Adjourn Closed Session and Reconvene Regular Meeting	Motion: W.Nickum	2nd: D.Nitz	Vote: Approved Unanimous - Roll Call												
<p>"I move that the closed meeting be adjourned and that the Clifton Town Council reconvene its public meeting and that the minutes of the public meeting reflect that no formal action was taken in closed session."</p> <table> <tr> <td>Mayor Bill Hollaway:</td><td>Aye</td><td>Deborah Dillard:</td><td>Aye</td></tr> <tr> <td>Vice Mayor Dwayne Nitz:</td><td>Aye</td><td>Jennifer Heilmann:</td><td>Aye</td></tr> <tr> <td>Wayne Nickum:</td><td>Aye</td><td>Eric Hencken:</td><td>Absent</td></tr> </table>				Mayor Bill Hollaway:	Aye	Deborah Dillard:	Aye	Vice Mayor Dwayne Nitz:	Aye	Jennifer Heilmann:	Aye	Wayne Nickum:	Aye	Eric Hencken:	Absent
Mayor Bill Hollaway:	Aye	Deborah Dillard:	Aye												
Vice Mayor Dwayne Nitz:	Aye	Jennifer Heilmann:	Aye												
Wayne Nickum:	Aye	Eric Hencken:	Absent												
1.3. Motion That Resolution Certifying the Closed Session Be Adopted and Reflected in the	Motion: W.Nickum	2nd: J.Heilmann	Vote: Approved Unanimous - Roll Call												

Minutes of the Public Meeting. (8:57 p.m.)			
"I move that the Clifton Town Council adopt Resolution 2015-02-01 certifying the closed meeting of February 3, 2015 and that a copy of the Resolution be included in the minutes of the Town Council meeting."			
Mayor Bill Hollaway:	Aye	Deborah Dillard:	Aye
Vice Mayor Dwayne Nitz:	Aye	Jennifer Heilmann:	Aye
Wayne Nickum:	Aye	Eric Hencken:	Absent
2. Review of Prior Minutes			
2.1. Table Minutes of Oct, Nov, Dec 2014 and Jan 2015 to next meeting.	Motion: W.Nickum	2nd: W.Hollaway	Vote: Approved Unanimous
3. Report of Treasurer.			
3.1. Financial Report			
3.1.1.	Motion: W.Nickum	2nd: W.Hollaway	Vote: Roll Call -- Approved Unanimous
Motion to authorize payments, professional consulting fees to William Gordon Associates of \$1,200.00; legal fees to Maureen Gilmore, Esq. of \$6,625.00; and, professional accounting fees to Anderson White CPA for \$3,857.04.			
Mayor Bill Hollaway:	Aye	Deborah Dillard:	Aye
Vice Mayor Dwayne Nitz:	Aye	Jennifer Heilmann:	Aye
Wayne Nickum:	Aye	Eric Hencken:	Absent
3.2. Statistical Report on BPOL Filings	No Motions		
3.3. Statistical Report on Town License Tags.	No Motions		
3.4. Approve Treasurer's Report as presented	Motion: W.Nickum	2nd: D.Nitz	Vote: Approved Unanimous – Roll Call
Mayor Bill Hollaway:	Aye	Deborah Dillard:	Aye
Vice Mayor Dwayne Nitz:	Aye	Jennifer Heilmann:	Aye
Wayne Nickum:	Aye	Eric Hencken:	Absent
4. Reports of Planning Commission, Architectural Review Board and Committees:			
4.1. Planning Commission (PC) -- One Application			
4.1.1. – PC Denied. Villagio Application to Amend Special Use Permit to allow outdoor music (not live music). PC Denied 4/1. Withdrawn during Town Council Meeting.			

4.1.2. Place Public Meeting on	Motion:	W.Nickum	2nd:	D.Niz	Vote: Approved Unanimous
Outdoor Music on next Town Council Meeting Agenda.					
4.2. Architecture Review Board (ARB) - Reported 3 applications were considered.					
4.2.1. Villagio Wind Screen	Motion:	None	2nd:		Vote:
ARB Tabled					
4.2.2. Speziale Pool – Approved by ARB.	Motion:	None	2nd:		Vote:
4.2.3. 12634 Chapel Rd (Old Town Hall) Lexington Group / Hollaway / Addition – Tabled by ARB	Motion:	None	2nd:		Vote:
ARB Tabled pending attendance by more members who can vote on the application. (Two attendees recused.)					
4.3. Committees:					
4.3.1. Clifton Arts Council					
4.3.1.1. Status Report – FY1506 CAC Events have all been full cost-recovered and positive net revenue.					
No Motions					
4.3.2. Committee on the Environment	Motion:	W.Hollaway	2nd:	D.Nickum	Vote: Approved Unanimous
Motion to authorize use of Town Meeting Hall and waive rental fees for Raptor Event					
4.3.3. Town Meeting Hall Report					
4.3.3.1. Boy Scout Lock-in	Motion:	D.Dillard	2nd:	D.Nickum	Vote: Approved Unanimous
Motion to authorize use of Town Meeting Hall and waive rental fees for Boy Scout Lock-in					
5. Communications					
5.1. Approve Presbyterian Church Spaghetti Dinner Banner March 7, 2015.	Motion:	W.Nickum	2nd:	D.Dillard	Vote: Approved Unanimous
6. Citizen's Remarks					
No Motions					
7. Unfinished Business					
7.1. Report on Compliance Audit of Pink House Businesses – Table to next month.	Motion:	W.Nickum	2nd:	W.Hollaway	Vote: Approve Approved Unanimous

7.2. Report on Investigation of Complaint Re: Alleged Violations at Main Street Pub -- Table to next month.	Motion:	W.Hollaway	2nd:	W.Nickum	Vote:	Approved Unanimous
7.3. Policies on Rental of Town Hall	Motion:	No Motions	2nd:		Vote:	
7.4. Committee Policy -- Table to next month.	Motion:	D.Dillard	2nd:	W.Hollaway	Vote:	Approved Unanimous
8. New Business 8.1. Budget FYE1606 Discussion		No Motions				
9. Adjournment.	Motion:	W.Nickum	2nd:	D.Nitz	Vote:	Approved Unanimous

Order of Business:

Call to Order (7:30 p.m.)

1. **Executive Session – Legal Matters.** Record Motion with Roll Call Vote: Go in/Come out; Certify resume Pub Meeting; certify& record it in minutes.

2/3/2015

**TOWN OF CLIFTON
FAIRFAX COUNTY, VIRGINIA**


RESOLUTION NO. ²⁰¹⁵⁻02-01 PRESENTED: February 3, 2015
ADOPTED: February 3, 2015

**A RESOLUTION: CERTIFYING THE CLOSED SESSION ON
FEBRUARY 3, 2015**

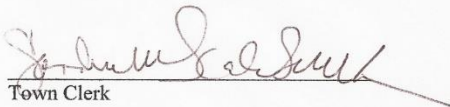
WHEREAS, the Clifton Town Council has this day convened a closed session in accordance with an affirmative-recorded vote of the Clifton Town Council and in accordance with the provisions of the Virginia Freedom of Information Act.

NOW, THEREFORE, BE IT RESOLVED that the Clifton Town Council does hereby certify that to the best of each member's knowledge, 1) only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were discussed in the closed session to which this certification applies; and 2) only such public business matters as were identified in the Motion by which the said closed session was convened were heard, discussed or considered by the Clifton Town Council.

PASSED THIS 3rd DAY OF FEBRUARY 2015.


William R. Hollaway, Mayor
Town of Clifton

ATTEST:


Town Clerk

Return to Public Meeting (9:00 p.m.)

2. Review of the Minutes (previous regular meetings and any special meetings). Tabled

3. Report of the Treasurer. Treasurer's Report incorporated below.

As a point of order, Town Attorney notes that Treasurer's Report should be adopted by recorded voice vote (roll call); also, for Financial Reports and when adopting ordinances.

3.1. Financial Report

3.1.1. Approved Unanimous Roll Call votes to authorize payments for expense incurred:

- Planning Commission Chair requests payment of professional consulting fees to William Gordon Associates totaling \$1,200.00 that is \$240.00 for general matters and \$960.00 for review of plans for Summit fiber optic line installation. (See P&L Note #6.c.)
- To Town Attorney Maureen Gilmore, two checks totaling \$6,625.00 for Legal Services rendered, expense validated / verified by the Mayor. (See P&L Note #6.b.)
- To Town's Audit firm Anderson White for professional accounting Fees for the Town FY1406 Audit work in progress \$3,857.04. (See P&L Note #6.a.)

Motion to authorize payments. W.Nickum 2nd W.Hollaway; Roll Call (See Summary Sheet for detailed list of votes.)

Attached are the Financial Reports for the period ended January 31, 2015. The reports include a Summary of Cash Balances, the Profit and Loss Summary Report by Fund, the Profit & Loss Detail Export Report.

Supplemental detail reports will be provided for line items in excess of the YTD budget.

I have included notes on the Cash Balance Report and the P&L Summary by Fund Report highlighting the items of interest. Also, please make note that the Detailed P&L Export report is an *export of our accounting data, and as such please disregard those line items that do not reflect activity.*

As reviewed at the last meeting, the vehicle plates, decals and master database files are being transferred to the Town Manager/Clerk for further follow up.

Quarterly and Annual Payroll Tax payments and reports, and W-2 and 1099 MISC Tax Forms were processed for 2014.

<u>Operating Funds:</u>		<u>Jan 15</u>	<u>Budget</u>	<u>Jul '14 - Jan 15</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Operating Income						
	Car Show Income	0.00		0.00	500.00	500.00
1	Committees Fundraising	3,250.00	283.32	3,792.00	7,983.40	65,400.00
2	Community Hall Revenues	1,187.50	833.33	5,797.50	5,833.35	10,000.00
3	Haunted Trail Event	0.00	0.00	45,734.05	15,000.00	15,000.00
4	Interest Income	5,354.89	5,191.67	11,305.70	14,466.65	18,550.00
	Other Income	0.00	4.17	0.00	29.15	50.00
	Pink House Rental	2,500.00	2,500.00	17,600.00	17,500.00	30,000.00
	Sign Sales Income	0.00	0.00	0.00	0.00	0.00

5	Tax and Permits Revenue	6,200.00	3,575.00	33,698.69	31,825.00	95,700.00
		18,492.3				
	Total Operating Income	9	12,387.49	117,927.94	93,137.55	235,200.00
	Gross Profit	18,492.3				
		9	12,387.49	117,927.94	93,137.55	235,200.00
	Operating Expense					
	Bank Service Charges	0.00		10.00		
	Commodities	121.69	499.99	1,380.96	3,500.05	6,000.00
		14,064.5				
6	Contractual	4	8,816.69	38,203.37	79,266.55	133,000.00
	Haunted Trail Expenses	500.00	0.00	10,178.05	8,000.00	8,000.00
	OTHER - TC approval req'd +\$500	0.00	625.00	0.00	4,375.00	7,500.00
	Payroll Expenses	4,674.14	4,218.34	28,356.68	31,464.51	54,492.43
	Town Assoc of NoVA Event	0.00	0.00	0.00	0.00	0.00
		19,360.3				
	Total Operating Expense	7	14,160.02	78,129.06	126,606.11	208,992.43
	Net Operating Income	(867.98)	(1,772.53)	39,798.88	(33,468.56)	26,207.57
	<u>CIF FUNDS:</u>					
	CIF Income					
7	CIF - Capital Improvements Fund	0.00	65,839.17	9,000.00	499,874.15	829,070.00
	CIF Expenses					
8	CIF Expenses	9,000.00	78,339.18	20,398.09	589,374.10	990,070.00
		(9,000.00)	(12,500.01)			
	Net Income - Operating Funds))	(11,398.09)	(89,499.95)	(161,000.00)
		(9,867.98)	(14,272.54)		(122,968.51)	
	Consolidated Net Income))	28,400.79)	(134,792.43)
	<u>P&L NOTES:</u>					
1	Reflects the income from the Candlelight Homes Tour in the amount of \$3,250 received in January 2015.					
2	Community Hall Revenues are reflected for July - Dec. Funds are turned in after the close of the month, usually at the following Town Council meeting.					
3	Efforts continue in collection of Haunted Trail IOU commitments.					
4	Interest was received from the IDA Bond as anticipated in January.					
5	The primary cause of the shortfall compared to the budget is the delayed payment of Sales Tax- only July - Nov. has been received thus far. Once Dec. & Jan. are received, taxes and permits will exceed the budget.					
	a. In Jan. \$2,383.29 was received for FY15 BPOL filings. Outstanding BPOLs for FY14 remain at 1.7% - One additional response was received 12/31/14. Communications indicate that these will be forthcoming.					
	b. Vehicle tag filings received in Jan. reflect one household for 2015 @ \$38 and one household for 2013-14 @ \$142. Vehicle plates, decals and master files are being transferred to the Town Manager/Clerk for further follow up.					

<p>6</p> <p>7</p> <p>8</p>	<p>a. Commodity Expenses include Professional Fees for Accounting Fees for the Town's Audit work in progress in the amount of \$3,857.04; and,</p> <p>b. Legal Fees billed for Sept - December in the amount of \$6,625. These payments are on hold pending approval by the Mayor and if appropriate by the Town Council.</p> <p>c. Additionally, Planning Commission consultation provided by William Gordon Associates is included in the amount of \$1,200 - at the request of Kathy Kalilowski, PC Chair.</p> <p>All expenses are within the Town Council approved annual operating budget.</p> <p>\$1,000 was received from the Commonwealth of VA for reimbursement of LPDA Streetscape expenditure - accrued to FY14. The \$9,000 reflects receipt of the Fire Programs Funds @ 90% of the FY15 level. These funds were disbursed to the Fairfax County Fire Dept. in January.</p> <p>Reflects July purchase of stone for the Caboose parking lot. Also reflected is the \$10,000 bond issuance - This will be refunded at the completion of the project.</p>
	<p>Additional Notes:</p> <ul style="list-style-type: none"> Insurance expense accrual of \$7,790 is booked as of June 2014 (prepaid for July 1) for FY1506 but not reflected b/c books are unlocked until the Audit is completed. It will be booked as soon as the books are unlocked. Capital Improvement \$10,000 bond – is that booked as an operating expense? (P&L Note #8). See line 88. Will be a wash. Car Show Income. Reach out to the operator of the Car Show to get the fee due. Home Paramount pest management fee is being billed to Town but this is covered by the County and we should not be incurring this expense. We need to stop paying the bill. Calendar Sales (line 43) should not be reflected under the Council for the Arts as it is not done under that committee. Sales proceeds have not yet been turned over. If it was approved this year under that committee then make the change for next year.
	<p>3.2. Statistical Report on BPOL Filings (No Names of Businesses or Amounts). See P&L Note #5.a. above.</p>
	<p>3.3. Statistical Report on Town Car Tag Filings (No Names). See P&L Note #5.b. above</p>
	<p>3.4. Approve Treasurer's Report as Presented. W.Nickum; 2nd D.Nitz Roll Call (See Summary Motions for detailed list of votes.)</p>
	<p>4. Reports of Planning Commission, Architectural Review Board, and Committees:</p>
	<p>4.1. Planning Commission. One Application</p>
	<p>4.1.1. Villagio Amended Special Use Permit to allow outdoor music (not live music) (see PC report inserted below), PC voted 4/1 to Deny for application.</p> <p>Background. State Code Requires Town Council to advertise and hold a Public Hearing on Special Use Permits. In the Town of Clifton Code, restaurants are designated a Special Use, requiring Special Use Permits. Going forward, Council can set a fee schedule to recover the incremental costs for these hearings.</p> <p>Public Meeting to gather input. Mayor asks if there needs to be a Public Meeting on Outdoor Music to gather input from citizens to the Town Council whether favoring or disfavoring Outdoor Music.</p>
	<p>4.1.2. Motion to place Public Meeting on Outdoor Music on next Town Council Meeting agenda; Motion: Wayne Nickum, 2nd Dwayne Nitz Vote: 5/5 Approved Unanimous</p> <p>Disposition of this Application. Does Applicant want the Town Council to act on the application as submitted, that is, hold the public hearing on his application now or withdraw and resubmit after the Public Meeting? Applicant asks to withdraw without prejudice and resubmit again after the Public Meeting and then hold a joint public hearing on the application.</p>

<p>4.1.3. Status MOU VSWM. Memorandum of Understanding (MOU) Virginia Storm Water Management Act (VSWM). Signed MOU VSWM received and given to Clerk for filing.</p>
<p>4.2. Architectural Review Board. Report provided on meeting of ARB on January 29, 2015. ARB considered three applications.</p> <p>4.2.1. #1 Villagio wind-screen – tabled;</p> <p>4.2.2. #2 Specialze new pool, approved the pool and fence. Next stop is Planning Commission. Due to land disturbing activities, may have to meet erosion and sedimentation (E&S) and new storm water management (SWM) county requirements. Sent for review to Joe McClellum Town Engineer; and,</p> <p>4.2.3. #3 application Old Town Hall, Lexington Group/Hollaway. ARB Tabled pending attendance of more members who are able to vote, 2nd time before ARB.</p>
<p>4.3. Committees:</p>
<p>4.3.1. Clifton Arts Council (official name) presented by Darrell Poe, Chair. Report attached.</p> <p>4.3.1.1. Proposal for Dinner Theatre Event. Info only; will have a proposal and budget at next TC meeting; targeting late May for event coordinated to avoid other local events; Cabaret style show, ideal method that lets group rehearse independently. Open auditions from the Town and invites to established theatre groups in the area. Looking to reduce the investment and improve the return.</p> <p>4.3.1.2. Clifton's Got Drama Event. Table reading & workshop, live reading of a play Feb 15, Show at 7pm, doors open at 6:30; by local author, "Shutter." Actors at a table, feedback from the audience and directors from other local theatres. <u>Not</u> Requesting \$250 for food, covering it themselves; Passing all donations on to Town.</p>

4.3.1.3. Note that all Clifton Arts Council FY1506 events have been fully cost-recovered and in fact net revenue positive.

Clifton Arts Council

Dinner Theatre Event Update - 02/03/2015

Progress thus far:

- We are targeting late May for the event - after Memorial Day
 - Depending on scheduling availability we will perform 1 or 2 weekends
 - We will coordinate to ensure limited conflict with area school & social activities
 - Auditions planned for mid-April
- We are planning a "Cabaret" style show
 - Broad audience appeal
 - Reduced scheduling demands
 - Wider range of performance opportunities & audience draw
- We have acquired reports from the previous year's events to assist in budgeting
 - Financial summaries
 - Volunteer lists & Contact information
- We have identified several opportunities for significant cost savings
 - Catering options ranging from \$10-\$14/plate
 - No/significantly reduced cost for Director/Musical Director
 - Significantly reduced scheduling demands

Current Event Staff List:

Production Manager - Darrell Poe
Producer - Deborah Dillard
Volunteer Coordinator - Lucinda Lawson
Technical Resource Coordinator - Charles Rusnak

Additional Event Coordination & Support:

Alexia Poe
MistyDawn Forrester
Emily Dillard
Lori Muhlstein
Mary-Anne Sullivan

Clifton Arts Council Deliverables at March TC meeting:

Complete Budget
Confirmed Audition & Performance Dates
Full Event & Production Staff & Volunteer Commitments

4.3.2. Committee on the Environment. Proposal for Raptor Event. Presenter Darrell Poe, in Town Meeting Hall, CBA is covering the expense of the expert and the Town Hall cleaning fee; Feb 21, asking Council to waive the fee for use of the Town Hall as a Town Event.

Motion to authorize use of Town Meeting Hall and waive rental fees for Raptor Event: Bill Hollaway; 2nd: Dwayne Nitz; Vote 5/5, Approved Unanimous.

4.3.3. Town Meeting Hall Report. Boy Scout Annual Lock-in: Request to have Boy Scout Troop 1104 Lock-in (sleepover) at Town Meeting Hall on March 7 & 8, fee waived but \$100 security

deposit remitted; Recognized the Troop always cleans up the facility and does a beautiful job. Deb Dillard asks that they clean up the outside yard/drain/parking lot areas, too. Agreed.

Motion to authorize use of Town Meeting Hall and waive rental fees for Boy Scout Lock-in Deb Dillard; 2nd Wayne Nickum. Aye 5/5, Approved Unanimous.

5. Communications.

5.1. Request to hang banner for Presbyterian Church Spaghetti Supper March 7, 2015. Approved.

6. Citizen's Remarks.

(Each person wishing to address the Council shall, when recognized by the Mayor, give her name. Remarks shall be made to the Council and not to other citizens present, and shall be limited to one period of not over three (3) minutes, unless granted additional time by unanimous consent of the Council. Priority shall be given to persons who have signified to the Clerk their desire to address the Council in writing prior to the meeting.)

6.1. Art Guild of Clifton is featuring an exhibit of Jaime Netscherts exotic bird pictures on the second floor at the Wine Shop.

7. Unfinished Business.

7.1. Report on Compliance Audit of Pink House Businesses.

Table motion Bill Hollaway; 2nd Wayne Nickum. Report due next month.

Motion to Table: W.Nickum 2nd W.Hollaway, Approved Unanimous

7.2. Report on Investigation of Complaint re: Alleged Violations at Main Street Pub. Draft out to the Town Council. Looking for review of the content to see if it collected the type of information, facts and substance the Council intended. It is not about the actions the Council will take. Council feedback due by week of Feb 17, 2015.

Discussion of process and reminder to review results with both the complainant and target.

Council instructs that the investigator to offer to meet with both the complainant and target Business. Council will see draft report twice.

Motion to table to next month Bill Hollaway; 2nd Wayne Nickum; vote 5/5 Approved Unanimous.

7.3. Policies for Rental of Community Hall. Darrell Poe brought a rate schedule in response to the request of the Council. Given the high utility costs it is unlikely the Town Meeting Hall will ever realize a profit but can approach break-even. Question about whether other jurisdictions require insurance. Through VML can access through Tulip (insurance program) or "bring their own."

Proposed categories are Private, Public, Organizational and Education. May need to consider how to classify on-profit faith-based renters since the Town did rent to Churches in the past. Perhaps it fits in the education or organizational categories.

Wayne Nickum notes the Council needs to address the rental rates in a greater consideration of the entire policy for the Town Meeting Hall.

2/3/15

Clifton Town Hall - Rental Rate Proposal

This document outlines proposed fixed rental fees for the Clifton Town Hall. These recommendations are submitted for the Clifton Town Council's consideration and would take effect on a date and time of the Council's choosing.

In preparing these recommendations I took into account several factors - however the key driving motivation behind my work was "maximise the benefit to the community" - either by cost savings, revenue generation, or by enriching the lives of Clifton's citizens in general. The thought was to incentivise lower impact events, and capture increased revenue from higher impact events. This fee schedule also incentivises pre-paid cleaning and/or better treatment of the facility in general.

We get a wide range of events booked in the Town Hall - but they usually fall into four basic categories: Private Events/Parties, Public Events, Organizational Meetings, and Educational Content. There are a few exceptions - but most fit into one of these four buckets - so that's how I've organized the rate structure.

Proposed Deposits & Fees:

- **Security Deposits:** These are collected in advance as a separate check and are held until the Town Hall has been inspected after the event takes place. If there is a mess or any damage to the Town Hall the Security Deposit check will be forwarded to the Treasurer for deposit and any remaining costs associated with cleanup or repairs will be billed to the renter.
- **Post Event Cleaning Fees:** Renters will have the option to pay a cleaning fee in advance of their event. This will cover any post event clean-up, but WILL NOT cover any damage to the property. If the customer chooses not to pay the Post Event Cleaning Fee and a mess is left behind, their entire Security Deposit will be forfeit.
- **Standing Deposits** - These are for recurring events (classes, etc.)
 - **Damage Deposit:** An inspection is conducted after each event in the series. If damage is found at the Town Hall the SDD is deposited and any remaining charges are billed to the renter. Charges must be paid by the renter, along with a replacement SDD check before the next event in the series can be held.
 - **Cleaning Deposit:** An inspection is conducted after each event in the series. If a mess is found in the Town Hall the SCD is deposited and must be replaced by the renter before the next event in the series can be held.

2/3/15

Proposed fixed rental rates for the Clifton Town Hall:

Private Events/Parties: Not open to the general public. No ticket sales or charging admission at the door.

Require insurance through Tulipburg own

-Without ABC-

\$100/hour - no minimum

\$250 Security Deposit (held until event is over - destroyed upon clean inspection)

\$175 Post Event Cleaning Fee (paid in advance - optional)

-With ABC-

\$100/hour - no minimum

\$350 Security Deposit (held until event is over - destroyed upon clean inspection)

\$275 Post Event Cleaning Fee (paid in advance - optional)

Public Events: Open to the general public - renters may or may not charge admission as they desire. No ABC allowed. *(if ABC, then bill @ private rate)*

\$50/hour - 2 hour minimum

\$250 Security Deposit (held until event is over - destroyed upon clean inspection)

\$175 Post Event Cleaning Fee (paid in advance - optional)

Organizational Meetings: Public or private meetings held by companies, HoAs, community organizations, non-profits, clubs, teams, troops, etc. No ABC allowed.

\$50/hour - 2 hour minimum

\$100 Security Deposit (held until event is over - destroyed upon clean inspection)

\$75 Post Event Cleaning Fee (paid in advance - optional)

Educational Content: Public events - either one-time or recurring. Open to the public and providing educational, cultural enrichment, or otherwise community focused content. Cost to public is nominal-to-non-existent. No ABC allowed.

One-Time event

\$25/hour - no minimum

\$100 Security Deposit (held until event is over - destroyed upon clean inspection)

\$75 Post Event Cleaning Fee (paid in advance - optional)

Recurring Event (monthly, weekly, etc. - regular inspections following each event)

\$25/hour - minimum of 12 hours total rental time

\$100 Standing Damage Deposit

\$100 Standing Cleaning Deposit

<p>7.4. Committee Policy. Motion to table to next month D.Dillard; 2nd W.Hollaway; vote 5/5 Approved Unanimous.</p>
<p>8. New Business.</p>
<p>8.1. Budget FYE 1606 Discussion. Announcing the collection of budget inputs.</p> <p>8.1.1. W.Nickum notes the need for a Town handyman for a unit rate.</p> <p>8.1.2. Planning Commission Chair notes that fee schedules need to be reviewed to more fully recover costs, especially given increased need for Public Hearings. PC, ARB need to look at fees. Recalled that the Town Attorney noted that a new schedule of fees could be drafted and discussed at a Public Hearing but at the same time revoke any mention of fees in the current Zoning Ordinance. Some fees are out-of-date; some are not being charged that should be collected. PC Chair will review PC fees.</p>
<p>9. Adjournment. (10:45 p.m.) Motion to Adjourn: Wayne Nickum, 2nd Dwayne Nitz; vote 5/5; Approved Unanimous.</p>